

S : 14 May 2003  
(or until filled)

CAJS-CD-J1 (614-200b)

24 March 2003

MEMORANDUM FOR CALIFORNIA CD TASK FORCE

SUBJECT: Operations Section Vacancy Announcement

1. This is a Counterdrug Task Force internal announcement for two vacant positions within CAJS-CD-J3, Assistant Operations NCO (E-5), located in Sacramento, CA.

2. Job Description:

- Tracks mission status.
- Maintains mission status board.
- Maintains mission log.
- Prepares weekly operations report.
- Coordinates operational support with law enforcement agencies and CD teams.
- Provides administrative support to the assistant operations officer, i.e. warning orders, mission approvals, etc.
- Analyzes terrain and weather.
- Performs general office functions i.e. telephone, fax, computer, etc.

3. Qualifications:

- Maximum Grade E-5
- Tactical field or operational experience, preferably counterdrug
- Battalion or Brigade (Group or Wing) level TOC or operations / command post experience
- Excellent knowledge of military rules and regulations
- General knowledge of computers and windows base software (word processing, spreadsheets and data base programs)

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- Excellent communication skills, oral and written.
- Have the ability to travel

4. Submit an application packet inclusive of the following items:

- a. Cover letter stating why you are interested in the position
- b. Personal Resume (business) and your military biography.
- c. Copy of your last three (3) CD Evaluations
- d. Team Commander/OIC's acknowledgement/recommendation

5. Interviews will be scheduled, based on response from the program. Questions can be directed to the J-1 at DSN 466-3897 or COMM (916) 854-3897.